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Health Director

**REPLY TO:**

**Environmental Health Division**

4850 Mark Center Drive, 4th Floor

Alexandria, VA 22311

Phone: (703) 746-4910, Fax: (703) 746-4919

[alexandriava.gov/EnvironmentalHealth](http://alexandriava.gov/EnvironmentalHealth)

## PROCEDURES FOR OPENING REGULATED FACILITIES

### Step 1: PLAN REVIEW

#### Plan Review Application Process

1. When beginning a new project in the City, you **must begin at the multi-agency Permit Center** located at 4850 Mark Center Drive, 2nd Floor (703) 746-4200. The Permit Center will route you to many, if not all, of the appropriate City Departments (Planning and Zoning, Code Administration, Business License, etc.) to complete your project. You will need to submit a construction application (ensure that items 14 and 21 are complete) and **six (6) sets of plans** to the Permit Center.\*

\*Note: Mobile Food Establishment (MFE) plans are not reviewed by the Permit Center. Applicants may submit two (2) sets of plans directly to the Health Department. All other documents listed below must be submitted to the Health Department with the MFE plans.

2. After checking your project in at the Permit Center, you will need to submit the following documents to the Health Department at 4480 King Street, Suite 360:
  - One (1) complete set of plans for review and approval. (This set will be retained by the Health Department and is one (1) of the six (6) sets submitted to the Permit Center),
  - Applicable Health Department plan review fees,
  - A copy of the construction application submitted at the Permit Center,
  - Applicable plan review documents such as equipment cut sheets, and
  - A menu if you are submitting plans for a food or personal grooming establishment.

Plans will not be considered for review unless all required documents are submitted. Contact the Health Department if you have any questions about required documents.

#### Plans

All drawings submitted must be both neat and legible, and must be drawn to scale. The plans must be large enough for the Environmental Health Specialist (EHS) to review, but no larger than 24" x 36". The Health Department will not make additional copies or enlarge existing plan sets to meet the specifications above. Finally, all plans are to include:

- Layout, size and arrangement of the facilities and equipment
- Mechanical, plumbing, electrical and fire protection system plans
- Finish schedule (materials to be used on the walls, floors and ceilings)
- Lighting schedule
- Equipment schedule and cut sheets (types and models)
- Menus of services or products to be provided at facility

#### Pools/Spas (Aquatic Health)

Alexandria has considerably different requirements for these facilities than our neighboring jurisdictions. Please consult us before you submit plans.

### Wells/Geothermal Wells

Plans must be submitted to the Health Department to drill a well in the City of Alexandria. Contact the Health Department for additional guidance.

### Code Requirements

Refer to the appropriate Chapter of the City or State Code for specific requirements. Title 11: Health, Environmental and Sanitary Regulations of the City Code is available through the City of Alexandria's website ([www.alexandriava.gov](http://www.alexandriava.gov)). State Codes are available through the Environmental Health website ([www.alexandriava.gov/EnvironmentalHealth](http://www.alexandriava.gov/EnvironmentalHealth)).

## **Plan Review Fees**

All applicable plan review fees are required at the time of submission and are non-refundable. Checks for city fees shall be made payable to the "City of Alexandria." Checks for state fees shall be made payable to the "Alexandria Health Department."

### **Environmental Health Division Plan Review Fee Schedule**

<b>Facility Type</b>	<b>City Fee</b>	<b>State Fee</b>	<b>Total Fee</b>
Food Establishment	\$200	\$0	\$200
Hotel/Motel	\$0	\$40	\$40
Marina Sewage Pump-Out Facility	\$0	\$0	\$0
New Pool / Major Pool Renovation	\$750	\$0	\$750
New Spa / Major Spa Renovation	\$375	\$0	\$375
Minor Pool or Spa Renovation	\$150	\$0	\$150

*Last Updated 8.26.24*

For a comprehensive list of Environmental Health fees, visit <http://alexandriava.gov/EnvironmentalHealth>.

## **Plan Review Process**

The Health Department EHS will review plans and approve or reject the submission within ten (10) business days.

### **Rejection**

If the plan is rejected, the Health Department will notify the applicant by phone and in writing (i.e., email, fax) about the cause of the rejection and required changes and revisions that must be submitted. If the revisions require a new set of plans to be submitted, then the **applicant must submit the revised plans or applicable sheets to the Permit Center** prior to submission to the Health Department. For Health Department revisions, the applicant is only required to **resubmit three (3) sets of plans** to the Permit Center.

### **Approval**

If the plan is approved, the Health Department will notify the Permit Center through an internal database. Health Department comments and/or conditions will be submitted to the Permit Center through the internal database. The Permit Center will ensure that the applicant receives all Health Department comments upon final approval of the plans. The Health Department will also notify the applicant via phone or email.

Upon final approval from the Permit Center you may begin construction. Ensure that you build from the approved plans and refer to all comments and conditions provided as part of the approval. Advise the Health Department at (703) 746-4910 if you deviate from the approved plans.

## PROCEDURES FOR OPENING REGULATED FACILITIES

### Step 2: OBTAINING A PERMIT TO OPERATE

#### Permit Application Process

##### 1. New Construction Establishments

When you are getting close to opening your facility (2-3 weeks), complete and submit a Permit Establishment Application and non-refundable application fee to the Environmental Health Division at 4850 Mark Center Drive, 4th Floor. You may be required to submit an updated menu at the time of application.

**Swimming pools and spas** require multiple inspections at various stages throughout construction. Contact the Health Department for more information.

##### 2. Existing Establishments

**Alexandria Health Department permits are not transferable.** A new owner cannot operate a regulated facility without a new permit issued by the Health Department—the existing permit is only valid for the owner identified on the permit. This requirement also applies to establishments that are only undergoing an "administrative" change of ownership (ex: when an individual or sole-proprietor wants to transfer his/her permit to a new corporation or limited liability company). A change of ownership may require plan review. Contact the Health Department to determine if one is necessary. In some cases, a plan review may be required by the Health Department, but not by other City agencies. If Health Department plan review is required, follow the instructions outlined in "Procedures for Opening Regulated Establishments: Step 1: Plan Review."

If Health Department plan review is not required, complete and submit a Permit Establishment Application, non-refundable application fee and a proposed menu to the Environmental Health Division at 4850 Mark Center Drive, 4th Floor. The application must include:

- Checking the "Change of Ownership" box checked at the top of the form
- The estimated settlement date of closing (REQUIRED)
- The name of the business you are buying (even if it is identical to what you will call the business).

#### Permit Application Fees

All applicable permit application fees are required at the time of submission of the application and are non-refundable. Checks for city fees shall be made payable to the "City of Alexandria." Checks for state fees shall be made payable to the "Alexandria Health Department."

##### **Environmental Health Division Permit Application Fee Schedule**

Facility Type	City Fee	State Fee	Total Fee
Food Establishment <sup>1, 2</sup>	\$95	\$90	\$0 - 95
Hotel/Motel <sup>1, 2</sup>	\$0	\$40	\$40
Pool & Spa – Year Round <sup>1</sup>	\$700	\$0	\$700
Pool & Spa – Seasonal <sup>1</sup> (Pre-Opening Re-Inspection Fee)	\$335 (\$100)	\$0	\$335 (\$100)
Pool Management Company <sup>3</sup>	\$25	\$0	\$25
Personal Grooming	\$0	\$0	\$0
Permit to Drill a Well <sup>3</sup>	\$0	\$300	\$300

<sup>1</sup> – Additional forms may be required

<sup>2</sup> – Fee varies depending on facility type; call to verify.

<sup>3</sup> – Requires unique form and process; call for information.

Updated 8.26.24

For a comprehensive list of Environmental Health fees, visit  
[www.alexandria.gov/environmentalhealth](http://www.alexandria.gov/environmentalhealth)

## **Permit Inspection Process**

After review of the application, the Health Department will contact you to schedule a final construction inspection. **This inspection is a separate process from construction inspections through Code Administration.** If the facility is in compliance with the applicable code, the Environmental Health Specialist (EHS) will recommend issuance of a Health Department permit. The permit will be mailed or hand delivered to the establishment and posted in a conspicuous location. A new application and application fee must be submitted each year to renew the permit.

## **Other Considerations**

### Food Establishments

All food establishments, including retail and convenience stores who sell canned goods, must have a Certified Food Manager on duty during all hours of food preparation and sale.

### Aquatic Establishments

All aquatic facilities such as pools, spas, etc. must have at least one Certified Pool Operator and Life Guard with CPR training onsite while the facility is operating. All pool management companies must also be registered with the Health Department in order to operate a pool.

### Catering Businesses

**Caterers** must operate out of an approved place for food preparation, and **cannot** be operated out of a "normal home kitchen". It is possible to sublease or share an already existing food catering facility—the submitted Permit Establishment Application should indicate this scenario.

### Other Establishment Types

Hotel, swimming pool (or other aquatic facilities), and massage establishments require additional forms to be submitting while applying. Please call the EH Division at (703) 746-4910 for more information.

### Questions

For questions regarding the Permit Establishment Application, call the Environmental Health Division at (703) 746-4910.

For trade name registration, call the Alexandria Circuit Court at (703) 746-4044.

For Business Licensing, call the Business Tax Office at (703) 746-3903.